



Ref:(SCM)

Enquiries: email: kjobeta@westcol.co.za

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 1 000 000.00 (including Vat)
(For publication on Western TVET College Website)**

Kindly furnish Western TVET College with a written quotation on the goods listed hereunder:

QUOTATION NUMBER:	WTC (SRC) 09/2024
ADVERT DATE:	25 January 2024
CLOSING DATE AND TIME:	01 February 24 at 11:00
DESCRIPTION OF GOODS / SERVICES:	QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO CONDUCT STUDENT REPRESENTATIVE COUNCIL (SRC) ELECTIONS, INDUCTION, AND CAPACITY BUILDING WORKSHOPS FOR THIRTY (30) SRC MEMBERS AT WESTERN TVET COLLEGE.
ENQUIRIES:	Email: thandekas@westcol.co.za
<p>THE QUOTATION MUST BE SUBMITTED ON THE OFFICIAL QUOTATION DOCUMENT (INCLUDING ALL THE REQUIRED ANNEXURES) AND MUST BE DELIVERED BY HAND BEFORE THE OFFICIAL CLOSING DATE AND TIME TO:</p> <p>RECEPTION DESK WESTERN TVET COLLEGE 42 JOHNSTONE STREET HOMELAKE RANDFONTEIN (33°55'36.27" S 18°51'22.28" E)</p> <p>TENDER BOX</p>	

NAME OF BIDDING ENTITY: _____

NAME OF BIDDING ENTITY REPRESENTATIVE: _____

PHYSICAL ADDRESS OF BIDDING ENTITY: _____

POSTAL ADDRESS OF BIDDING ENTITY: _____

CONTACT DETAILS OF BIDDING ENTITY: Tel: _____ Cell: _____

E-MAIL ADDRESS: _____

A. MANDATORY DOCUMENTS:

(IF NOT PROVIDED THE BID WILL BE INSTANTLY DISQUALIFIED.)

1. The bidding entity must submit a municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
2. The director(s) of the bidding entity / Joint Venture / consortium must submit a municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
3. The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors, which must stipulate who is responsible for payment of municipal services.
4. If the bidding entity operates from parents' place / director's place or any other place and is not responsible for Municipal account / Services.
 - 1.4.1 The bidder must submit the property owner's Municipal account and Sworn Affidavit of the property owner with the original stamp from the Commissioner of Oaths.
5. Submit Central Supplier Database (CSD) Registration Report.
6. Completed and Signed Schedule of Pricing as issued in the document.
7. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
8. Completed and signed the below Standard Bidding Documents (SBD):
 - 8.1 SBD 1: Invitation to quotation
 - 8.2 SBD 4: Declaration of Interest.
 - 8.3 SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022
 - 8.4 SBD 8: Declaration of bidders past supply chain management practices
 - 8.5 SBD 9: Certificate of independent bid determination.

B. ESSENTIAL DOCUMENTS

1. Tax Compliance Status documents with Pin.
Each company within the Joint Venture / Consortium must submit Tax Compliance Status document with Pin.
2. Copies of director's ID not older than three (3) months, not a copy of a certified copy.
3. Copies of their BBBEE certificates from an accredited BEE verification agency with their quotation submission or sworn Affidavit.

4. BIDDING QUOTATION CONDITIONS:

1. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with effect from 1 July 2016 at www.csd.gov.za.
2. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
3. Quotations by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.

4. No electronic signature will be accepted in the bidding document. The bidder's signature must always be signed by hand in black ink.
5. No quotation(s) delivered after the official closing date and time will be accepted.
6. Telefax or e-mailed quotations will not be accepted.
7. All quotations must be submitted on the official and original forms and must not be re-typed. Quotations must only be submitted on the bid documents as provided by Western TVET College.
8. Quotations must be completed in black ink and handwritten.
9. The use of tipp-ex is not allowed on the quotation documents.
10. Pricing schedule to be completed in full and signed failure to do so will lead to disqualification.
11. Quotations completed in pencil will be regarded as invalid quotations.
12. No page(s) must be removed from the original quotation document.
13. Requirements for sealing, addressing, delivery, opening and assessment of quotations are stated in the quotation document.
14. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initials at each and every alteration. Western TVET College reserves the right to reject the bid if corrections are not made in accordance with the above.
15. The lowest or any quotation will not necessarily be accepted, and Western TVET College reserves the right to accept a quotation in whole or in part.
16. Western TVET College reserves the right to appoint and not to appoint.
17. The validity period for this quotation is sixty (60) days.
18. All quotation prices must be inclusive of 15% VAT for all registered VAT vendors.
19. All bid prices must be in RSA currency and inclusive of VAT.
20. In the instance of a term quotation (period longer than one year), please indicate the estimated annual price increase and the intervals of such increases, failure to indicate the escalation will lead to a disqualification.
21. Quotations will be opened immediately after the closing date and time in a venue to be indicated.
22. No bids will be accepted from persons in the service of state as it is defined in the Public Finance Management Act and Regulations.
23. All information must be furnished. In the event that certain information is not applicable to a bidder, then such section must be clearly marked "N/A".
24. Quotation documents may be downloaded from e-quotation portal at www.westcol.co.za

PLEASE TICK CHECKLIST TO VERIFY WHETHER ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Description	Yes	No
1.	Central Supplier Database Report (attached) (from page one to last page in consecutive order)		
2	Tax Compliance Status documents with Pin. (attached)		
3.	Certified Copies of IDs for company/entity directors. Not a copy of a certified copy		
4.	The bidding entity must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.		
5.	The director(s) of the bidding entity / Joint Venture / consortium must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.		
6.	The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors. Further, the municipal account of the responsible person must be attached.		
7.	Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the quotation documents.		
8.	Completed and Signed Schedule of Pricing as issued in the document.		
9.	Completed and signed below Standard Bidding Documents		
9.1	SBD 1- Invitation to bid (completed and signed)		
9.2	SBD4- Declaration of interest. (Completed and signed)		
9.3	SBD 6.1. - Preference points claim form in terms of the preferential procurement regulations 2022 (completed and signed)		
9.4	SBD 8: Declaration of bidder's past Supply Chain management practices (Completed and signed)		
9.5	SBD 9: Certificate of Independent Bid Determination. (Completed and signed)		

Signature of person authorized to sign a quotation

Date

WESTERN TVET COLLEGE

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

Western TVET College requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

Central Supplier database MAAA	
Tax Compliance Status (TSC) Pin	
DESCRIPTION OF SERVICE	<p align="center"><u>SPECIFICATIONS</u></p> <p>TO CONDUCT STUDENT REPRESENTATIVE COUNCIL (SRC) ELECTIONS, INDUCTION, AND CAPACITY BUILDING WORKSHOPS FOR THIRTY (30) SRC MEMBERS AT WESTERN TVET COLLEGE.</p> <p>SRC AND ISRC ELECTIONS, INDUCTION AND CAPACITY TRAINING</p> <p>SPECIFIC CONTRACT TERMS</p> <ul style="list-style-type: none"> • The manual for the training should be submitted 15 days prior the training and the elections material should be delivered 10 days prior to the elections. • Where the contractor fails to deliver as requested or indicates an inability to meet the delivery time, WESTCOL reserves the right to cancel the order. • The SRC elections and training should be in accordance with the DHET prescripts. <p>PRICING STRUCTURE</p> <p>Conduct SRC Elections, Induction, and capacity building workshops to the 30 SRC members.</p> <p>SCOPE OF WORK</p> <p>Service provider will be appointed to service WESTCOL campuses by providing SRC elections, induction, and capacity building training.</p> <p>CAMPUSES OF WESTCOL ARE SITUATED AT</p> <p>Carletonville - 20 South Street, Carletonville Krugersdorp - Cnr. Market and Von Brandis Street, Krugersdorp (CBD) Krugersdorp West - Cnr. Figulus and Flemming Avenue, Krugersdorp West Randfontein - 5 Kiewiet Street, Helikon Park, Randfontein Westonaria - 106 Botha Avenue (Westonaria Sport complex), Westonaria</p> <p>ELECTORAL MANAGEMENT SERVICES</p> <p>The service provider must be capable and well equipped to manage SRC elections in accordance with the college SRC constitution as well as carry out SRC elections in a procedurally free and fair manner.</p>

THE ELECTION ACTIVITIES WILL INCLUDE BUT NOT LIMITED TO THE FOLLOWING

- Appoint a Chief Electoral Officer who will be the liaison between the Service Provider and Westcol.
- Appointment Campus Election Presiding Officer for all Western TVET College campuses to coordinate and implement electoral processes.
- The Presiding Officer maintains continuous liaison with interested students for the duration of the elections.
- Appointment and remuneration of election officials.

APPOINTING AN ADMINISTRATOR TO DEAL WITH THE DAY-TO-DAY ACTIVITIES RELATING TO ELECTIONS

- Ensuring that elections are conducted within the period as stipulated in the SRC Constitution.
- Work with the college in marketing the SRC Elections (Publishing Voters roll, Election Timetable, Voting dates, Nomination Process, preliminary and final nominations, manifesto presentations, preliminary and results) through posters and other related media.
- Facilitate information sharing sessions with students in preparation for the election processes.
- Handling the nomination process.
- The publication of candidates lists.
- Handling all objections and appeals related to the election process.
- Consulting with the Electoral commission in decision making if the need arise.
- Provide the necessary documentation to the Election Appeals tribunal should a matter be referred to the Tribunal (where necessary).
- Set up voting stations according to the prescripts of Electoral Procedures (campuses)
- Provide voting officials to manage the voting stations, which will be (1 Presiding officer, and other electoral staff) per voting station.
- The company will be required to provide electronic SRC voting platform (where necessary).
- The provision of all voting materials (voting booths, big boxes, numbered seals, demarcating tapes, rulers, pens, ink, stamps etc.) per voting station.
- The provisioning of colour printed ballot papers.
- Transportation and catering for voting officials.
- Ensuring a smooth voting process.
- The counting of ballots.
- Publication of results.
- Handling all objections from the nomination process to the publication of results.
- Declaring the results free and fair at the end of the process.
- Constitute the SRC in accordance with the SRC constitution.
- Provide an election and induction report within seven (7) working days of the completion of each process.

CAPACITY DEVELOPMENT PROGRAMS

	<ul style="list-style-type: none"> • Service provider must conduct a series of induction workshops, symposiums, leadership workshops and team building on various relevant programmes but not limited to the following (a minimum of four (4) Student Representative Council leadership development programme should be carried out each year). the following topics/activities should be covered (but not limited to): • The development of the Annual SRC Action plan and the monitoring thereof. • Legislations and Regulations applicable to the TVET sector • Gender Equality • Human Rights and Democracy • Environment • Financial Management and Treasury Regulations • Diversity Management and Group Dynamics • Leadership Roles and Responsibilities • Meeting Management • Conflict Management • Arts and Culture • Ethical leadership • Facilitate the oath taking ceremony. • Any other developmental programmes relevant to the TVET sector or as suggested by the Department of Higher Education and Training or Western TVET College. <p>The contract is anticipated to run from the date of the award until the last SRC capacity training report is submitted.</p>										
<p>POINTS FOR SPECIFIC GOALS</p>	<p>All quotations received will be evaluated on the 80/20-point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below:</p> <p>Preferential Procurement Policy Framework Act</p> <ul style="list-style-type: none"> • 80 Points for Price • 20 Points for specific goals <table border="1" data-bbox="451 1381 1419 1625"> <thead> <tr> <th>The specific goals allocated points in terms of this quotation</th> <th>Number of points allocated (80/20 system)</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>80</td> </tr> <tr> <td>Local Based: Within Gauteng</td> <td>05</td> </tr> <tr> <td>Outside Gauteng</td> <td>05</td> </tr> <tr> <td>Race: Black Owned</td> <td>10</td> </tr> </tbody> </table>	The specific goals allocated points in terms of this quotation	Number of points allocated (80/20 system)	Price	80	Local Based: Within Gauteng	05	Outside Gauteng	05	Race: Black Owned	10
The specific goals allocated points in terms of this quotation	Number of points allocated (80/20 system)										
Price	80										
Local Based: Within Gauteng	05										
Outside Gauteng	05										
Race: Black Owned	10										

FUNCTIONALITY EVALUATION CRITERIA

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring.
- These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the quotation will be rejected, even if the required 21 out of 35 points are achieved.

No.	Criteria	Weight	Minimum Score
1.	<p>The potential service provider's track record.</p> <ul style="list-style-type: none"> • 1-2 clients = 4 points • 3-4 clients = 6 points • 5 clients and above = 10 points <p>Contactable Reference Letters (signed and dated) on client's letterhead confirming successful completion of projects to be attached. (Complete SBD 6.1, 5 fully)</p>	10	4
	<p>Experience and expertise of the team members in relation to the requirements set out within these terms of reference.</p> <ul style="list-style-type: none"> • Facilitator/s with 2-3 years' experience = 7 points • Facilitator/s with 4 years and above experience = 10 points <p>CV/s with minimum 2 years' experience to be attached with copies of relevant qualification. (Complete SBD 6.1, 6 fully)</p>	10	7
TOTAL		20	11

PART A

INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTOL TVET COLLEGE					
BID NUMBER:	WTC (SRC) 09/2024	CLOSING DATE:	01 FEBRUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO CONDUCT STUDENT REPRESENTATIVE COUNCIL (SRC) ELECTIONS, INDUCTION, AND CAPACITY BUILDING WORKSHOPS FOR THIRTY (30) SRC MEMBERS AT WESTERN TVET COLLEGE.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

WESTERN TVET COLLEGE					
42 JOHNSTONE STREET, 1760					
HECTORTON					
RANDFONTEIN					
1760					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:	
DEPARTMENT/ DIVISION	Supply Chain Management Unit	CONTACT PERSON	Thandeka Swelinkomo
CONTACT PERSON	Kefilwe Jobeta / Cheryl Steady	TELEPHONE NUMBER	011 692 4004 /1041
TELEPHONE NUMBER	011 692 4004 / 1022 / 1080	FACSIMILE NUMBER	011 692 3404
FACSIMILE NUMBER	011 692 3404	E-MAIL ADDRESS	thandekas@westcol.co.za
E-MAIL ADDRESS	kjobeta@westcol.co.za / cheryl@westcol.co.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.6 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority where:
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative:.....
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, hareholder²):.....
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:.....
- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state? **YES / NO**
- 3.8.1 If yes, furnish particulars.

¹“State” means –

- (a) a member of –
 - (i) any municipality or municipal entity;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of Western TVET College;
- (c) an official of any Western TVET College;

- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

3.9.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

3.9.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

3.9.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

3.9.2.2 If no, furnish reasons for non-submission of such proof:

3.10 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

3.10.1 If so, furnish particulars:

3.11 Do you, or any person connected with the bidder, have **YES / NO**
 any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

3.11.1 If so, furnish particulars.

3.12 Are you, or any person connected with the bidder, **YES/NO**
 aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

3.12.1 If so, furnish particulars.

3.13 Do you or any of the directors / trustees / shareholders / members **YES/NO**
 of the company have any interest in any other related companies whether or not they are bidding for this contract?

3.13.1 If so, furnish particulars:

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

WESTERN TVET COLLEGE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POIN
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to request a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- (g) **“consortium or joint venture”** means an association of person for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- (h) **“contact”** means the agreement that results from the acceptance of a bid by an organ of state.
- (i) **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person.
- (n) **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of the bid invitations, and includes all applicable taxes and excise duties.
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to] support such primary contractor in the execution of part of a project in terms of the contract
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007.
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis: **80/20** or **90/10**

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ Where}$$

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

4 POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated in the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	X	20	X	
Local Based: West Rand District	X	05	X	
Gender: Female Youth	X	05	X	
Race: Black Owned	X	10	X	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm.....

4.2 VAT registration number.....

4.3 Company registration number.....

4.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

4.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers,
e.g. transporter, etc.
- [TICK APPLICABLE BOX]

4.7 MUNICIPAL INFORMATION

Municipality where business is situated.....

Registered Account Number:

Stand Number.....

4.8 Total number of years the company/firm has been in business.....

4.9 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information provided is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

5. Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, Vat excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

6. Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience

7. Infrastructure and resources available to execute this contract

7.1 Physical facilities

Description	Address	Area (m ²)

7.2 Plant and equipment

Description: Plant and equipment owned (or to be rented)	Number of units

7.3 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.

Name	Date/Position Occupied in Enterprise	ID Number (please attach certified copies of ID's)	Date RSA Citizenship obtained.	HDI	Women	Disabled	Youth (person not older than 35 years of age)	% of business/enterprise owned

7.4 List of shareholders by Name, percentage (%) of business/enterprise owned, residential address.

Full Name	Identity (ID) number (Please find attached certified copies of ID's)	% of business / enterprise owned	Residential Address

8. AUTHORITY FOR SIGNATORY

Please note that sole proprietors or “one person business” are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by sign on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

Printed on company letterhead:

“By resolution of the board of directors passed on _____ 20 _____

Mr _____

has been duly authorized to sign all documents in connection with the bid
for Tender _____

No _____

_____ and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____ CAPACITY AS _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____

2 _____

9. I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- (i) The information furnished is true and correct.
 - (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
 - (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
 - (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:
.....
.....
.....

WESTOL TVET COLLEGE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by Westcol in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the institution's supply chain management system or committed any improper conduct in relation to such system;
 - b. committed fraud or any other improper conduct in relation to such system;
 - c. willfully neglected, reneged on or failed to comply with any government or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)CERTIFY THAT THE INFORMATION FURNISHED ON THISDECLARATION FORM TRUE AND CORRECT.I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder